

CONFERENCE APPLICATION

This document is for reference only. Applications will only be accepted via our online system.

***Required before final submission**

BEFORE YOU BEGIN

Please refer to the helpful advice provided here for [organisations](#) or [universities](#) to assist you to more easily complete the application.

It is also recommended that you refer to the Request details and Attachments sections to see what additional information will be required with your application. You may also like to refer to our [Privacy Policy](#).

IMPORTANT:

As well as submitting the application online you must **MAIL A HARDCOPY** of the completed application, the budget and other requirements (if applicable) **to our office by 5pm on the closing date**. Hardcopies are required as applications may be sent to external expert reviewers. If not provided, your application will be ineligible for consideration. Please note that applications received after the closing date will **NOT** be considered irrespective of the postmark date.

Notes:

- (i) Conference grants are awarded to a maximum amount of \$20,000 and the request can only be for funding towards the travel and accommodation costs associated with hosting international keynote speakers. It is expected that 50% of the cash costs of bringing the one or more invited/plenary speakers has been secured by the conference organisers. We do not cover speakers' appearance fees.
- (ii) If further information is needed in the review of your project you may be contacted prior to the Board Meeting at which the grant request is to be considered.
- (iii) You should receive notification of the outcome of your application by mail within four months of the funding round closing date.

ABOUT YOUR ORGANISATION

***Organisation name**

Exactly as per your ABN – Refer to the [Australian Business Register](#)

***Organisation / Institute / Faculty / Centre Name**

If your organisation is not a university please re-enter your organisation name as per ABR entry. If you are applying from a faculty e.g. Faculty of Medicine, Nursing and Health Science, please write *University Name: Medicine, Nursing and Health Sciences* (this helps us to link your request to historical requests made by your Faculty)

If you are applying from a Research Centre or an Institute please include the main name (not a sub-section). The format should be *University Name: Centre/Research Institute Name*

***Australian Business Number (ABN)**

Enter in the format 12 345 678 901

***Organisation type**

Your organisation's type is noted on the Australian Business Register or on your organisation's Notice of endorsement for charity tax concessions (TCC)

If your organisation is a State Government entity you will need to provide us with a letter from the Australian Taxation Office stating that but for its connection with government your organisation would be a charity and a tax exempt entity

- Charitable Fund
- Charitable Institution
- Charity
- Health Promotion Charity
- Public Benevolent Institution
- Government Entity

***Primary focus of your organisation**

- Arts organisation
- Botanical / Zoological / Geographical
- Community Service
- Education
- Employment service
- Environment / Conservation
- Health Service / Hospital
- Library / Gallery / Museum
- Policy institute
- Professional association
- Research organisation
- Sporting club or association
- Think tank
- Welfare organisation

ORGANISATION'S PRIMARY CONTACT DETAILS

e.g. Chief Executive Officer or equivalent or the Research or Grants Office contact

Please note that the Foundation works with a specific contact person in each university.

You must [contact your university research office](#) to discuss this submission in advance of completing this application form.

Research Office code.

Universities must include the specific code provided to the Research Office Contact by the Foundation.

Research Office Contact / CEO or equivalent

***Prefix**

***First Name**

***Last Name**

Suffix

***Position Title**

***Email: Research Office Contact**

***Postal Address: Research Office**

***City/Suburb/Town**

***State**

***Postcode**

***Telephone: Research Office**

Enter in the format 0x xxxx xxxx

Describe the work of your faculty/centre or research institution, addressing each of the following:

- *1. **Please provide a brief description of the work of your faculty/centre or research institution.**
Word Count 0 of 300
- *2. **Who is the Dean of your Faculty and/or Head of Department (or equivalent)?**
3. **Who is your current Vice Chancellor (if applicable)?**
4. **Board Members** (if applicable)
5. **Provide the URL / link for the university's current audited and signed Financial Report**
6. **Please advise of any significant or financial changes that have impacted on your faculty/centre or institution since your most recent Annual Report and audited financial statement.**
e.g. changes in funding, structure or size; changes in faculty strategic direction or research priorities, acquired property or other.
Please leave blank if you have nothing to add. Word count 0 of 200
7. **Provide the URL / link to the university's current Annual Report.**

REQUEST DETAILS

APPLICANT i.e. Conference convenor

*Prefix

*First Name

*Last Name

Suffix

*Title

*Gender

*Email

*Telephone

Enter in the format 0x xxxx xxxx

Mobile Phone

Enter in the format xxxx xxx xxx

*Faculty/centre or research institution web address

Please provide the convenor's name and school or centre (if applicable) in the following format:

e.g. Dr Banjo Patterson, School of Literature and Poetry.

If your organisation is not a university or research institute include the convenor's name only.

*Has the applicant previously applied to The Ian Potter Foundation for a conference grant?

If so, when?

Word count 0 of 25

*1. **Please indicate the State where you are based.**

National ACT VIC NSW NT QLD SA TAS WA

*2. **Name of the conference and its location.**

Please enter in this format: To bring # keynote / plenary speakers to 'name of conference', city, state, start date - end date

e.g. *To bring two keynote speakers to conference name, Adelaide, SA, 17-22 February 2014*

***3. Please indicate which research field you are working in.**

- Arts & Humanities
- Business and Law
- Engineering
- Environment and Conservation
- Health and Medical Research
- Other
- Science
- Social Sector

***4a. Conference start date.** Please note the Foundation will not fund retrospectively. Please refer to our [funding round dates](#) for more details. Please contact the office on (03) 9650 3188 should you wish to discuss the timing of your Conference further.

***4b. Conference completion date.**

***5. Total budget for the Conference**

Please do not include dollar signs and round up to the nearest dollar e.g. 47,880

***6. How much are you requesting from The Ian Potter Foundation?**

Note: Conference grants are awarded to a maximum amount of \$20,000 and the request can only be for funding towards the travel and accommodation costs associated with hosting international keynote speakers. It is expected that 50% of the cash costs of bringing the one or more invited/plenary speakers has been secured by the conference organisers. We do not cover speakers' appearance fees.

DETAILS OF CONFERENCE

***7. Briefly describe the significance and benefits of this conference to:**

- (i) The applicant organisation.
Word Count 0 of 300
- (ii) The particular field of interest of the conference.
Word count 0 of 200

***8. Please provide a letter of support from the Chief Executive Officer / Head of Department / Director confirming**

- the importance of the conference, and
- cash support committed by the applicant organisation (state actual dollar amount).

Preferred wording for confirmation of funding letter:

"I confirm that (insert name of Institute/School/Organisation) will commit \$x,xxx (actual amount) in cash towards the conference costs."

Attach and print a copy of the letter of support.

***9. Please provide the name (including prefix), position title and organisation/institution for each keynote speaker you are seeking support for.**

***10. Why do you want these keynote speakers to address the conference?**

Note: In the *Attachments* section you must attach and print a copy of each keynote speaker's CV including academic and employment history (with dates), and a list of published or in-press publications from the last five years (**maximum 2 pages**).

Word count 0 of 300

***11. Have these overseas keynote speakers already been invited to address the conference?**

If no, please elaborate. Word count 0 of 100

Note: In the *Attachments* section you must attach and print a copy of each invitation to the keynote speaker(s).

12 Include any additional information that would assist in the consideration of the application.

Word count 0 of 200

***BUDGET DETAILS**

An accurate budget is an essential element of your application, and all line items in your budget must be completed as accurately as possible.

We are happy for you to use a format that works for you, but as a minimum you should include all relevant line items in our [BUDGET TEMPLATE](#).

ATTACHMENTS

In order for us to properly consider your request some additional information is required. Please upload the following files as applicable to your organisation and application. Note: files with symbols e.g. backslash, ampersand etc. in the file name will not be accepted by the system.

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ORGANISATION HEAD OFFICE / RESEARCH or GRANTS OFFICE

***1. ABR printout** A scanned print-out of your organisation's details from the [Australian Business Register](#)

***2. Declaration** Print a copy of the application Declaration and arrange for it to be signed and dated by the CEO, Director of the research institute, or other signatory as specified on the Declaration. Then scan it and upload it as an attachment. [Click here to download the Declaration.](#)

3. ACNC letter A letter from the Australian Taxation Office (ATO), but only if your organisation is a Government Entity. The letter from the ATO must indicate that your organisation would be a charity 'but for its connection with government' and that it is a tax exempt entity. Please call our office on 03 9650 3188 if you require further information.

4. Audited Financial Statement - your organisation's most recent signed and audited statement but ONLY if you have not included the URL / link for it in question 5 in the section *About your Organisation*.

5. Annual Report - your organisation's current report ONLY if you have not included the URL / link for it in question 7 in the section *About your Organisation*.

MAIL OR HAND-DELIVER

After submitting the application and applicable requirements online you must mail or hand-deliver the following to the Foundation by 5.00pm on the closing date:

- ABR printout
- The completed application
- Letter from the Head of Department/Director/Chief Executive Office (refer to Request Details section, Question 8, for details)
- Letter(s) of confirmation of confirmed funding, if applicable
- Letter of invitation to each keynote speaker
- Acceptance by keynote speakers
- CV for each keynote speaker
- Budget

To address:

The Ian Potter Foundation
Level 3, 111 Collins Street
MELBOURNE VIC 3000

CONFERENCE CONVENOR / Project primary contact

Upload the following requirements – as applicable to the number of keynote speakers you are seeking funding for.

- *1. Letter of invitation to each keynote speaker
- *2. CVs for each keynote speaker.
3. Evidence of acceptance by keynote speakers
4. Letter(s) of confirmation of confirmed funding, if applicable.